



**South Park Cemetery Board Agenda**  
Tuesday, January 17, 2017 at 4:00 p.m.  
Conference Room at South Park Cemetery

Board President: Jack Ferguson  
Board Vice President: Jim Bloodhart  
Board Members: Jake Trujillo, Tommy Weathers

**A. Call to Order**

**B. Roll Call**

**C. Approval of the Agenda**

**D. Approval of the minutes**

1. Consider approval of the October 18, 2016 minutes.

**E. Action**

**F. Non-Action Items**

2. Opening on the Board-Jack Ferguson
3. Sexton's Report- Ruben Esquivel
4. Decoration Guidelines (Christmas and Headstone Area)- Ruben Esquivel
5. Bookkeeper's Report- Daisy Diaz
6. Discussion on Cemetery Roads- Tim Williams and Ruben Esquivel

**G. Other Business**

**H. Public Comments**

**I. Adjourn**

**Next Meeting: February 21, 2017**

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. The Council, acting as attendees to an informational presentation, will not be discussing public business and no action will be taken.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: 1/13/2017



**Minutes of the Cemetery Board Meeting  
Tuesday, October 18, 2016**

**REGULAR MEETING 4:00 P.M**

**Committee Member Present:**

Jack Ferguson, President  
Jim Bloodhart, Vice President  
Karen Roldan, Secretary  
Jake Trujillo, Member

**Committee Members Absent:**

Tommy Weathers, Member

**Staff Present:**

Tim Williams, Parks and Recreation Director  
Ruben Esquivel, Cemetery Supervisor  
Daisy Diaz, Cemetery Administrative Assistant  
Laurie Jerge, Parks and Recreation Superintendent  
Damien Cheatem, Parks and Recreation Supervisor

**Others Present:**

Nancy Williams, KAPS  
Clayne Williams, Eagle Scouts Member  
Juan Oropesa, Councilor

The meeting was called to order at 4:05 p.m. by President, Jack Ferguson. Committee members Trujillo, Roldan, and Bloodhart were present.

Mr. Trujillo moved to approve the agenda as presented. Mrs. Roldan was the second. A voice vote was unanimous and the motion carried.

Mr. Trujillo moved to approve the September 20, 2016 minutes as presented. Mrs. Roldan was the second. A voice vote was unanimous and the motion carried.

**Action Items: NONE**

**Non-Action Items:**

2. Final Details Cemetery Tour: Nancy Williams, KAPS member, all preparations for the tours to take place on Saturday October 22, 2016 are ready. Participants have been rehearsing during the week.

3. Sexton's Report: Cemetery Superintendent, Ruben Esquivel, reported a total of 30 services for the month of September a total of 17 casket burials, and 10 cremations for South Park Cemetery. A total of 1 casketed burial and 2 cremations for General Douglas McBride Veteran's Cemetery. As of October 18, 2016 there had been a total of 20 internments.

4. Bookkeepers Report: Cemetery Administrative Assistant, Daisy Diaz, reported that for the month of September there had been 1 pay off, 2 lot sales and 1 transfer. As of October 18, 2016 a total of 1 lot sale, and 4 contracts.

5. Mr. Esquivel's Promotion and Mr. Trujillo's Recognition: Parks and Recreation Director, Tim Williams, recognized Ruben Esquivel for his great work, and announced his promotion from Cemetery Supervisor to Superintendent. Mr. Williams also recognized board member Jake Trujillo for winning Volunteer of the Year award presented by the State of New Mexico Parks and Recreation Association. General Douglas McBride Veterans' Cemetery also won the award for Facility of the Year. Awards will be formally presented at the next City Council meeting on November 10, 2016 at 6:00 p.m.

6. Upcoming Eagle Scout Project: Clayne Williams's member of the Eagle Scouts will be working with Ruben Esquivel to do an Eagle Scout Project. The project will be done on October 29, 2016 in the cemetery bell tower area. The project is to do a path for Mr. Jake Trujillo to play taps. They will be digging up weeds, laying gravel, and placing brick to do the path.

7. Maze of Life Program: Ruben Esquivel, Cemetery Superintendent, Maze of life program is a program for kids put on by the New Mexico Department of Health. It is a program done every year in Lincoln County, but this was the first year done in Chaves County, and the City was asked to participate. It was done for all 8<sup>th</sup> graders in town. The program consist of different stations in a shape of a maze. Students are put into groups of 5-7 students, and spend 5 minutes per station. With the help of Gina Montague the station presented by the city was to show students how to plant trees. Every student from every school that participated received a seedling to take home after the presentation.

**Other Business:**

Vice President, Jim Bloodhart, announced that he would be starting the Toys for Tots Program. He is seeking volunteers to help out with the pre-registration of the kids, and toy pick up. Distribution date will be December 17, 2016 at the Roswell Mall.

**Public Comments:**

None

**Adjourn:**

The meeting was adjourned at 5:00 p.m.

**Next Meeting Date:**

Next meeting to be held January 17, 2017 at 4:00 p.m.